

application

Instructions for transfer admission

2011-2012

COLUMBIA UNIVERSITY

A Statement to All Transfer Candidates

Thank you for your interest in Columbia University! Prospective undergraduate students may apply for both degree and non-degree programs within the University; the descriptions below should help you identify the division to which you should be applying. **You should use this application ONLY if you are applying for full-time study in Columbia College or in The Fu Foundation School of Engineering and Applied Science.**

Columbia College. Columbia College is the undergraduate liberal arts division of Columbia University, serving full-time students only. Transfer candidates who entered college directly upon completion of secondary school typically apply to Columbia College.

The Fu Foundation School of Engineering and Applied Science (Columbia Engineering). Columbia Engineering offers both undergraduate and graduate degree programs; **this application is only for undergraduate candidates.**

School of General Studies. General Studies is also a liberal arts college, but it enrolls both part-time and full-time students and is largely non-residential. Students who have had an interruption in their education of more than one academic year (for any reason except mandatory military service) are strongly encouraged to apply to the School of General Studies instead of the College.

School of Continuing Education. The School of Continuing Education offers courses for advancement and graduate school preparation, summer courses, high school programs and the American Language Program for learning English as a second language.

Candidates interested in the School of General Studies or the School of Continuing Education should contact those divisions directly for further application information. This application is not valid for such candidates.

Transfer admission is highly selective. Columbia College and Columbia Engineering candidates are expected to have a minimum GPA of 3.5 overall.

Please also understand that due to the timing of the transfer process, we are generally unable to consider grades earned in the second semester of the year of application. Thus, high school grades, rigor of program and standardized test scores are all important in the evaluation of transfer credentials, especially for students applying for sophomore standing.

For more detailed information on the transfer process and admission requirements, please carefully consult the Transfer Admission web page at www.studentaffairs.columbia.edu/admissions/applications/transfer.php.

GENERAL INFORMATION

Who is eligible to apply for transfer to Columbia College or The Fu Foundation School of Engineering and Applied Science?

- **Candidates must have completed, or be in the process of completing, one full academic year (at least 24 credits) at another institution in the United States or Canada or at a U.S.-style college/university abroad** (see definition on page 8). If you will have fewer than 24 credits at the end of the current academic year, you must apply as a first-year student using the first-year application and by the appropriate deadline.
- **Candidates with more than four semesters of college coursework elsewhere are not encouraged to apply.**
- **Candidates interested in Columbia College who have had an interruption in their education of more than one academic year are strongly encouraged to apply instead to Columbia's School of General Studies** (see the paragraph on page 1 describing the School of General Studies). If you have any questions about your status, please contact the Office of Undergraduate Admissions at 212-854-2522 or the Office of General Studies Admissions at 212-854-3331. If you are interested in The Fu Foundation School of Engineering and Applied Science (SEAS), then you should proceed with this application regardless of any interruptions in your education.
- **Candidates who left high school without receiving a diploma in order to attend an early college program must apply as first-year students using the first-year application and by the appropriate Early Decision or Regular Decision deadline.** You will not be eligible to receive credit for such accelerated programs except for credit earned through standardized examinations (e.g., AP and IB exams); such credit will be limited to 16 points, the equivalent of one full semester at Columbia.

Columbia College Visiting Student Program

Columbia College offers a Visiting Student Program, but there is no similar option available within Columbia Engineering. Undergraduates at other four-year institutions may study for one or two semesters before returning to their "home" institution. **Students who enter Columbia as visitors are not then allowed to apply as transfers.** If you are interested in applying as a visitor rather than as a transfer, please download an application online at www.studentaffairs.columbia.edu/admissions. You may not apply simultaneously as a transfer and as a visitor.

Locations

**OFFICE OF UNDERGRADUATE
ADMISSIONS**

212 Hamilton Hall

VISITORS CENTER

213 Low Library

**OFFICE OF FINANCIAL AID
& EDUCATIONAL FINANCING**

618 Alfred Lerner Hall

While actual locations are different for the Office of Undergraduate Admissions and the Office of Financial Aid & Educational Financing, all correspondence may be directed to:

212 Hamilton Hall, MC 2807

1130 Amsterdam Avenue

New York, NY 10027

Phone numbers, e-mail and websites

OFFICE OF UNDERGRADUATE ADMISSIONS

212-854-2522

Fax: 212-854-3393

www.studentaffairs.columbia.edu/admissionsE-mail: ugrad-transfer@columbia.edu**OFFICE OF FINANCIAL AID
& EDUCATIONAL FINANCING**

212-854-3711

Fax: 212-854-5353

www.studentaffairs.columbia.edu/finaidE-mail: cc-seas-aid@columbia.edu

To track the status of your application for admission, please visit:

www.studentaffairs.columbia.edu/admissions

You may access Columbia course bulletins and other publications at

www.studentaffairs.columbia.edu/admissions**EDUCATIONAL TESTING SERVICE**

Rosedale Road

Princeton, NJ 08541

609-921-9000

www.ets.org**AMERICAN COLLEGE TESTING PROGRAM**

Box 313

Iowa City, IA 52243

319-337-1270

www.act.org**TEST OF ENGLISH AS A FOREIGN
LANGUAGE**

Box 6151

Princeton, NJ 08541

609-771-7100

www.toefl.org

Important Dates and Postmark Deadlines

MARCH 15

Admissions: Application deadline for transfer candidates.

APRIL 20

All aid candidates who are U.S. citizens or permanent residents must submit the FAFSA (Free Application for Federal Student Aid) online. Transfer candidates must submit their PROFILE form online to the College Scholarship Service (CSS). If applicable, transfer candidates must submit their Non-Custodial Parent Form and/or business/farm tax information. All aid candidates must submit signed copies of their own and their parents' 2011 tax returns, all schedules and all W-2 forms to the College Board IDOC service.

MID-MAY

Admissions: Admissions and financial aid decisions released online.

LATE MAY/EARLY JUNE

Admissions: Deposit deadline for admitted transfer students.

LATE JUNE**Admissions: Final college transcript due for incoming students.****LATE AUGUST**

Required New Student Orientation Program and academic year begin.

Please be advised that all deadlines listed above are postmark deadlines.

Statement of Nondiscrimination

Columbia University admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of race, color, sex, gender, pregnancy, religion, creed, marital status, partnership status, age, sexual orientation, national origin, disability, military status, or any other legally protected status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other University sponsored programs.

We greatly appreciate your interest in Columbia and look forward to getting to know you through your application. Please read the “Statement to all Transfer Candidates” on page 1 and all Application Instructions carefully before beginning your application.

Columbia utilizes The Common Application and requires the Columbia Supplement to The Common Application. **We strongly encourage students to apply online. Please use the paper application only if you do not have access to the Internet.** Visit www.studentaffairs.columbia.edu/admissions/ to access The Common Application and Supplement. Applying electronically will expedite the processing and accuracy of your completed application.

You should keep copies of all documents you submit as part of your application.

Transfer students may apply to Columbia after one or two years of college coursework. To obtain a degree, students must spend a minimum of two full years at Columbia regardless of the amount of transfer credit granted. A minimum of 24 credits is necessary to apply for transfer admission. A maximum of 64 credits will be awarded. **Students are advised, if at all possible, to seek transfer for their sophomore year.**

After submitting an application, you will receive an e-mail after January 1st, from Columbia officially acknowledging receipt of your application and providing a unique applicant ID number. (Columbia ID numbers begin with C00.) If submitted after January 1st, please allow up to 30 days after submitting your application to receive your Columbia ID. Please keep this e-mail and ID number for your records; it will be used throughout the admissions process. Using your Columbia applicant ID, you may track the status of your application and the receipt of all required documents by using our online tracking system: www.studentaffairs.columbia.edu/admissions/applications/.

You are responsible for the accurate completion and submission of your application and should periodically check this site to ensure that all required materials have been received and processed.

Please note that Columbia reserves the right to evaluate an application and render a final decision even if all pieces of the application have not been received.

Columbia does not accept the Universal College Application.

FORMS

THE COMMON APPLICATION

The Common Application provides your simple autobiographical data and should be submitted no later than March 15. The application fee is \$80. This fee covers processing costs and cannot be refunded

or credited against later charges. Waivers of the application fee are granted only at the request of an appropriate school official testifying to family financial hardship.

COLUMBIA SUPPLEMENT TO THE COMMON APPLICATION

The Columbia Supplement to The Common Application asks some required, Columbia-specific questions and is your chance to tell us more about yourself. In the Supplement, you must be sure to indicate to which school you are applying: Columbia College or The Fu Foundation School of Engineering and Applied Science (Columbia Engineering). You may not apply to both schools simultaneously. Your completed Supplement must be submitted by March 15.

COLLEGE OFFICIAL'S REPORT

Download the **College Official's Report** and give it to the Dean of Students or to another appropriate official at your current school. The official must submit the completed form by March 15.

COLLEGE INSTRUCTOR EVALUATION

Two evaluations are required. The form should be given to instructors who know your work well and can speak to your ability to meet the rigorous academic demands at Columbia. The evaluations must be from someone who has taught you in an academic discipline. **Engineering candidates, please note: one Instructor Evaluation must come from a professor of physics, chemistry or mathematics.** The evaluations must be submitted by March 15.

OFFICIAL COLLEGE TRANSCRIPT

Request from the registrar or other appropriate official at your current school (and at any other colleges or universities at which you have also been enrolled since completing secondary school) an official transcript showing all courses completed (and grades received) and have it mailed to the Office of Undergraduate Admissions.

SECONDARY SCHOOL FINAL REPORT

Arrange for your secondary school to send the report and an official final transcript directly to the Office of Undergraduate Admissions.

MID-TERM REPORT

Give this form to instructors whose courses you are enrolled in at the time you file your application and ask them to provide a general indication of your performance, including your current grade and (if they wish) additional comments, and to sign and date the form. They should also provide the course title, number and credits.

REQUIRED STANDARDIZED TESTING

You must take or have taken the SAT Reasoning Test or the ACT Assessment. If you have previously taken any SAT Subject Tests, then these scores must also be reported to Columbia. SAT Subject Tests are not required if you have not already taken them.

Addresses at which you may register with either the Education Testing Service (known as ETS, which administers the SAT) or the American College Testing Program (which administers the ACT) appear under Important Contact Information. **You must be sure to request that your scores be reported directly to Columbia every time you take a standardized test.**

- For the SAT or SAT Subject Tests, the ETS code for Columbia College or The Fu Foundation School of Engineering and Applied Science is 2116.
- The ACT codes are 2717 for Columbia College and 2719 for Columbia Engineering (SEAS).
- Please note that scores reported to Columbia's School of General Studies, Columbia's School of Continuing Education or Barnard College will not reach our office and will not be evaluated. Columbia reserves the right not to evaluate a candidate whose scores are not reported directly by the testing agency.
- Please do not utilize the “rush” service to send your test scores to Columbia. Doing so does not expedite the processing of your test scores.
- For more information about the Test of English as a Foreign Language (TOEFL) or the International English Testing System (IELTS), see application instructions for Foreign and International Transfer Students on page 7.

NOTIFICATION

You will be notified of the Admissions Committee's decision by **mid-May**. Admission to Columbia is contingent upon the receipt of a satisfactory final official transcript from your previous college or university.

HOUSING

You are guaranteed campus housing when you enter as a transfer student. Campus housing will be available without interruption throughout the academic year, and students can also apply for summer on-campus housing.

DOUBLE DEPOSITS

We view the practice of holding a place at more than one college (double-depositing) as improper and unethical. If you are found to have done so, you may be in danger of being withdrawn from the class.

DEFERRAL POLICY

The University does not permit students entering as transfers to defer their offer of admission.

INTERVIEWS

Interviews are not offered to transfer applicants.

SUPPLEMENTARY CREDENTIALS AND MATERIAL

While we request that the submission of application supplements be kept to a minimum, there may be occasions when additional materials provide information that the standard application does not. If you plan to submit supplementary **please follow the instructions below instead of**

those in **The Common Application Arts Supplement**. Applicants should not submit **The Common Application Arts Supplement**. Please note that we specifically ask that you do not send collections of award certificates and the like and explicitly direct that you refrain from submitting your application in binders or folders.

Creative and Performing Arts: If you are considering a major or concentration in Architecture, Creative Writing, Dance, Drama and Theatre Arts, Film Studies, Jazz Studies, Music or Visual Arts, or if you wish to contribute to the creative and performing arts community at Columbia through extracurricular involvement, we welcome supplementary credentials and materials that reflect your artistic ability and commitment. Please follow the directions below to submit the appropriate supplement for the appropriate interest.

Musical performance: Please follow our online instructions on the Columbia Admissions website: www.studentaffairs.columbia.edu/admissions/applications/firstyear/supplementarymaterials.

While we welcome music supplements, live auditions are not part of the admissions process. Auditions for private lessons and selective ensembles are held for enrolled students at the start of each academic year.

Visual Art: Students who wish to submit artistic supplementary materials should follow our online instructions on the Columbia Admissions website: www.studentaffairs.columbia.edu/admissions/applications/firstyear/supplementarymaterials.

Science and Engineering: If you have been involved in scientific research and you are interested in studying engineering or the sciences at Columbia, you may provide a one-two page scientific abstract for our review.

Architecture, Creative Writing, Dance, Drama and Theatre Arts and Film Studies: Students are welcome to submit professional résumés that list artistic achievement. Please do not send DVDs or hard copies of writing samples, as they will not be reviewed. However, if samples of your work can be viewed online, please clearly indicate the relevant links in the Additional Information section of The Common Application.

Finally, please be advised that while we welcome the submission of supplementary credentials and materials—providing they follow the directions online and outlined above—and we often request that our faculty evaluate submitted supplements, we can provide no guarantee that all materials will be reviewed or evaluated, as they are not required for the admissions process. **Once such supplementary materials are submitted, they cannot be returned.**

TRANSFER CREDIT

To enter either Columbia College or The Fu Foundation School of Engineering and Applied Science as a transfer, you must bring the equivalent of a minimum of 24 Columbia credits from your previous institution(s). **If you will not have attained 24 credits upon entering Columbia, you are not eligible to apply as a transfer; you must apply as a first-year, using the first-year application instead.**

At least 124 points are required for graduation from Columbia College; at least 128 are required for graduation from The Fu Foundation School of Engineering and Applied Science. Since Columbia requires that a minimum of 60 points toward the degree be earned at Columbia, you may not enter with more than 64 points in Columbia College or with more than 68 points in The Fu Foundation School of Engineering and Applied Science. Credit granted on the basis of Advanced Placement, International Baccalaureate or other standardized examinations will count towards the 64-68-point maximum. **Note that Columbia University does not grant credit for any college courses that you took before graduating from high school.**

A credit review of your courses is conducted when you are admitted. The Transfer Credit Evaluation (TCE) will indicate the number of credits accepted and possible exemptions. Definitive credit determination will be made when you have begun classes and a final official transcript has been received at Columbia. Further conversations with your academic advisor and major department may be necessary as well.

The minimum grade necessary for credit is C- for Columbia College and B for Columbia Engineering. Credits earned on the quarter system will be multiplied by 2/3. No credit is granted for courses voluntarily taken on a Pass/Fail or Credit/No Credit basis. **No credit is granted for courses in business, education, communications, journalism or other subjects taught only in professional schools at Columbia.**

If a candidate for Columbia College, you should also be aware that if you enter with more than 45 points, you are not eligible to receive any further credit for work done when not registered at Columbia.

Columbia College Requirements

The following is a breakdown of Columbia College requirements:

The Core Curriculum: There are four central courses in the Core Curriculum: Literature Humanities, Contemporary Civilization, Art Humanities and Music Humanities.

It is unlikely that a petition for exemption from any of these four classes will be approved. A student choosing to petition for exemption from these courses must supply course syllabi. Even if you have completed a course similar in content, Columbia believes these courses form a cornerstone of your education. You may have read a number of the works under consideration, but you may not have had the opportunity to discuss them in a small seminar setting among so diverse a population of students. These courses characterize the Columbia education, as they have done for almost a century, and may well be among the best courses you take during your tenure here.

Global Core: This two-semester requirement is meant to build on your studies in the Core by going beyond the primarily Western focus of the Core courses. Topics for these classes include art, music, history, political science, anthropology, etc. In order to gain exemption from this requirement, you may submit courses for review once you arrive. There is a good chance that your petition will be approved if you have taken courses similar in focus and content.

University Writing: This is a one-semester requirement in English composition. You will be exempt from this requirement if you have completed an expository writing course. Literature courses do not count. Students who have not taken a writing class are encouraged, once they arrive on campus, to take an exam for evaluation and placement. In some situations, students with an exceptionally strong background in writing may be exempted from this requirement.

Foreign Language: Students must be proficient in a foreign language to the level of four college semesters. Some bilingual entering students may be exempted from this requirement if they completed high school at a non-English speaking school. Others will have completed four terms in a language at their previous institution. (Note: it must be four terms in the same language.) Still others may receive exemption from AP or SAT Subject Test scores as required by the specific department. All students will have the opportunity to sit for a placement exam upon arrival.

Science: Students must complete three terms of science. Students may receive some exemption for previous science work, but at least one of the three required courses must be completed at Columbia. **Students must complete the Frontiers of Science course at Columbia.**

Physical Education: Two units of physical education are required. Participation on an athletic team for two or more terms will exempt students from this requirement, as will graded units of PE from a student's previous institution. However, transferred PE credits will not be counted toward the total number of points needed to graduate.

All students are also required to pass a swimming test or take beginning swimming for one term to fulfill the swimming requirement.

Academic Major/Concentration: You must select either a major or a concentration (representing fewer courses than a major) in one academic discipline by the end of the sophomore year. An advisor will discuss this as one of many issues with you. Upon declaring a major or concentration, you will be assigned to a member of that department who will act as your academic advisor. The Columbia College bulletin sets forth the requirements for each major and concentration in great detail. Students are encouraged to review this section and to gather all syllabi from their previous institutions that may grant them exemption from requirements within the department or in related departments; e.g., a sociology course as a related course for the political science major must be reviewed and approved by both departments. You can calculate how many credits (points) will transfer; however, you will most likely NOT know which courses within a discipline you will receive exemptions for until you arrive on campus and consult the department. Please note that if you wish to get exemption from any requirements for courses already taken, you must submit course syllabi upon admission.

Columbia Engineering Requirements

The following is a breakdown of The Fu Foundation School of Engineering and Applied Science requirements.

The first and second years of the four-year undergraduate degree program are planned for students entering as first-year students. Transfer students will need to fulfill all of these requirements either once they arrive or through transferred credit.

Mathematics, Physics and Chemistry: There are a number of courses in mathematics, physics and chemistry which are required as part of the program for a student's first two years. To gain exemption from these requirements, you must submit course syllabi to the departments for review.

Computer Science: There is a one-semester requirement in computer programming language which varies depending on your intended major. Programming in C is required of majors in industrial engineering and operations research. An introductory computer science course taught in C is required of majors in computer science, computer engineering and electrical engineering. Java is required for all other majors. To gain exemption from this requirement, you must submit course syllabi to the department for review.

Non-technical Electives: 27 credits in non-technical disciplines are required. Some non-technical electives are prescribed as follows; others are elective. You may be exempt from the elective non-technical courses provided the courses you have taken are similar in focus and content to courses offered at Columbia.

The Core Curriculum: Engineering students are required to take 1) either Literature Humanities, Contemporary Civilization or a two-course Global Core sequence AND 2) either Art Humanities or Music Humanities. It is unlikely that a petition for exemption from these courses will be approved. A student choosing to petition for exemption from these courses must supply course syllabi. Even if you have completed a course similar in content, Columbia believes these courses form a cornerstone of your education. You may have encountered a number of the works under consideration, but you may not have had the opportunity to discuss them in a small seminar setting among so diverse a population of students. These courses characterize the Columbia education, as they have done for almost a century, and may well be among the best courses you take during your tenure here.

Economics: There is a one-semester requirement in economics, preferably in the Principles of Economics. You will be exempt from this requirement if you have completed a course similar in content.

University Writing: This is a one-semester requirement in English composition. You will be exempt from this requirement if you have completed an expository writing course. Literature courses do not count. Students who have not taken a writing class are encouraged, once they arrive on campus, to take a placement exam for evaluation and placement. In some situations, students with an exceptionally strong background in writing may be exempted from this requirement.

Physical Education: Two units of physical education are required. Participation on an athletic team for two or more terms will exempt students from this requirement, as will graded units of PE from a student's previous institution. However, transferred PE credits will not be counted toward the total number of points needed to graduate.

Academic Major: You must select a major in one academic discipline by the end of the sophomore year. An advisor will discuss this as one of many issues with you. Upon declaring your major, you will be assigned to a member of that department who will act as your academic advisor. The Fu Foundation School of Engineering and Applied Science bulletin sets forth the requirements for each major in great detail. Students are encouraged to review this section and to gather all syllabi from their previous institutions that may grant them exemption from requirements within the department or in related departments. You can calculate how many credits (points) will transfer; however, you will most likely NOT know which courses within a discipline you will receive exemptions for until you arrive on campus and consult the departments.

Please note the distinction between these two terms: You are a “foreign” student if, regardless of your place of schooling, you are neither a citizen nor a permanent resident (“green card” holder) of the United States and do not have refugee status; you are an “international” student if, regardless of citizenship, you attend or have completed secondary school outside the United States.

English Proficiency Testing

If you are applying from overseas, you must still complete the testing requirements outlined earlier in these instructions, provided these tests are available in your country. An English proficiency examination, if required, is in addition to this mandatory testing, not a substitute for it. You must register with the testing agency at least two months in advance of the test date, keeping in mind that the SAT and SAT Subject Tests cannot be taken on the same test date; see page 3 for the testing agency addresses.

To be considered for admission to Columbia, you must be comfortable with rapid and idiomatic spoken English. If your home language is not English **and** if your primary language of instruction has not been English for at least five years, you are required to take an English proficiency examination. Both of the examinations listed here are given all over the world several times a year; you must take the examination no later than February of the school year in which you are applying:

I. TOEFL (Test of English as a Foreign Language). Please visit www.toefl.org as soon as possible for more information on this examination. A minimum score of 600 (paper-based test) or 100 (Internet-based test) is necessary for admission to Columbia. Your score must be reported directly to Columbia by the testing service, using report code 2116.

II. IELTS (International English Language Testing System). Please visit www.ielts.org as soon as possible for more information on this examination. A minimum score of 7.0 is necessary for admission to Columbia. Your score must be reported directly to the Office of Undergraduate Admissions.

III. If you have scored 650 on either the Critical Reading or the Writing section of the SAT, you are exempt from taking an English proficiency examination.

Candidates from Colleges and Universities Outside North America

Because of the great differences between the higher education system in North America and those in the rest of the world, we must set specific policies for those students considering transfer from an overseas college/university.

1. You must be enrolled at a U.S.-style college or university to apply as a transfer. **“U.S.-style” means your university:**

- offers courses by the term or semester;
- gives you a number or letter grade for each course;
- can provide an official transcript in English that shows both of the above.

2. If your college or university is not U.S.-style as defined above, you may apply to Columbia as a first-year candidate instead of as a transfer but **only** if you will have completed no more than one year of university study. You must use the first-year application (available online) instead of the transfer application, and your completed application must be **submitted or postmarked** by the appropriate Early Decision (November 1) or Regular Decision (January 1) deadline.

a) When applying as a first-year candidate, please note the following: where the first-year application asks for two teacher recommendations, you should give at least one to a college/university faculty member. Where the first-year application asks for a short paragraph delineating your reasons for wishing to attend Columbia, you should instead append a statement of up to a full page explaining why your current college/university is not meeting your needs and why you consider Columbia to be a better place for your studies.

b) Should you be admitted to Columbia as a first-year student and accept our offer, then your post-secondary work can be considered for credit only after you enroll here; in making the decision to attend Columbia, you acknowledge that you may not receive credit for all the coursework you have done at your previous college/university and that you may receive no credit at all.

c) You must take both the SAT or ACT and the two Subject Tests as part of your application to Columbia if these exams are available in the country where you are attending college/university. For applicants to Columbia College, your SAT Subject Tests can be in any two subjects; for applications to SEAS, you should take a math exam and either Physics or Chemistry.

Filling Out the Application

Social Security Number - Please make an entry in these boxes only if you have a U.S. Social Security number; please do not use an identification number issued by any other government. (Canadians, please do NOT use your SINS.) Columbia will issue you an identification number at a later time.

Telephone - Enter your complete telephone number, including the country and city codes required to reach the number from the United States.

School records - Your secondary school(s) and university(ies) must provide a record of what courses you have taken in each year of study and what marks or grades you have received in those courses; in the U.S. such a document is called a “transcript.” If your school cannot provide a year by-year record of courses taken and grades received, then a school official must at least provide us with a listing of the disciplines you have studied (i.e., English, biology, history, etc.) and a summary of your achievement in each. Your secondary school records should also include a copy of any examination results particular to your national educational system (e.g., British GCSEs). If you have studied A-level courses in a British-model school, your A-level results are required; copies of UCAS documents are welcome.



General Information

Columbia admits candidates solely on the basis of academic and extracurricular achievement and personal merit and without regard to need if they are not foreign students. **While transfer admission is need-blind, only limited institutional grant aid is available for transfer students. Columbia may therefore be unable to meet the full need of all admitted transfer students. Please understand that as grant aid is limited, a failure to submit the required financial aid forms by the stated deadlines will result in a greatly decreased chance of receiving grant aid.**

TYPES OF FINANCIAL AID

All financial aid is awarded only to students who demonstrate financial need; in other words, we do not offer scholarships for academic merit, artistic talent or athletic ability. Financial aid is awarded strictly on the basis of demonstrated financial need, and we make every effort to help all admitted students and their families find the means to meet the cost of a Columbia education.

INDICATING INTENTION TO APPLY FOR COLUMBIA FINANCIAL AID

All financial aid applicants must check "Yes" to the question "Do you intend to apply for need-based financial aid?" on The Common Application. **Applicants who do not state at the time of application that they are applying for financial aid will not be considered for need-based institutional financial aid after admission unless they can demonstrate extenuating circumstances which resulted in a significant change in their family finances.**

ONLINE APPLICATIONS

All Columbia financial aid forms can be found at: www.studentaffairs.columbia.edu/financialaid/application/transfer_us.php

SOCIAL SECURITY NUMBER

While it is optional to include your Social Security Number on The Common Application and the Columbia Supplement, please note that the FAFSA requires United States citizens and permanent residents to submit their Social Security Numbers. U.S. Citizens or Permanent Residents planning to apply for Columbia financial aid must provide their Social Security Numbers on all applications materials in order for Columbia to process their financial aid applications.

Key Definitions

NEED BLIND

Columbia admits candidates solely on the basis of academic and extracurricular achievement and personal merit and without regard to need if they are not foreign students.

STUDENT/PARENT CONTRIBUTION

Columbia believes that the primary responsibility for meeting the cost of a college education lies with the student and his or her family. Depending on a family's resources, parents are expected to contribute to the extent that they are capable, and students are expected to use a portion of their assets, such as bank accounts or trust funds, and to work during each summer to help cover educational costs.

FINANCIAL NEED

Information reported on the financial aid application forms is analyzed to determine financial need. Forms include:

- CSS PROFILE
- FAFSA
- Complete 2011 Federal Income Tax Returns (including all schedules and W-2s) for Student, Custodial, and Non-Custodial Parents

Helpful Hints

- Be sure to meet all deadlines. Need-based institutional aid can be awarded only to students who meet deadlines for all forms.
- Print the student's name and Columbia ID number on all documents submitted to the Office of Financial Aid & Educational Financing.
- Keep copies of all submitted documents.

Key Definitions

RELATED LINKS

To download forms, track documents, or contact us, please visit our website:
www.studentaffairs.columbia.edu/financialaid/application/transfer_us.php

Forms

CSS PROFILE: College Scholarship Service. Apply online at www.collegeboard.com/profile using a secure browser. You will need a credit card. Questions: Call 1-305-829-9793 (TTY 1-800-915-9990) or e-mail help@cssprofile.org. **Columbia's code number is 2116.**

FAFSA: Free Application for Federal Student Aid. To get a copy of the FAFSA, call 1-800-4FEDAID; from outside the U.S., you must call 1-319-337-5665. Complete the FAFSA online: www.fafsa.ed.gov/. **Columbia's code number is 002707.**

TAX RETURNS and iDOC: Signed copies of parent and student 2011 Federal Income Tax Returns and W-2 forms are required for verification of the information that you report on the financial aid application forms.

iDOC is a service provided by the College Board which we use to collect and scan documents. Applicants who fill out the CSS Profile form are contacted by the College Board with instructions on how to submit taxes and other relevant forms to iDOC. The 2011 tax returns should be submitted to iDOC as soon as they are complete. If 2011 taxes cannot be completed before April 20, 2012, send copies of 2010 taxes and 2011 W-2s to Columbia. If your parents will not file a 2011 Federal Tax Return, they must submit the Parent Tax Non-Filer certification (available on our website). If you will not file a 2011 Federal Tax Return, you must submit the Student Tax Non-Filer certification (available on our website).

Instructions for Transfer Applicants

1. **CSS PROFILE:** See definition on previous page. Visit CSS online at www.collegeboard.com/profile and complete the form by **April 20, 2012**.

2. **NON-CUSTODIAL PARENT STATEMENT:**

If applicable, this must be submitted via the CSS Profile website by **April 20, 2012**.

3. **BUSINESS/FARM INFORMATION:**

If applicable, the appropriate 2011 business tax documents relating to parent- or student-owned business, corporation, partnership and/or farm must be submitted to Columbia no later than **April 20, 2012**.

4. **FAFSA**

See definition on previous page. Visit FAFSA online at www.fafsa.ed.gov and complete the form by **April 20, 2012**. Applying online expedites the processing of your application. Please electronically sign with PIN numbers or print and mail the FAFSA signature page at the same time you submit your data online. If you and/or your parents have not yet completed 2011 tax returns when you complete the FAFSA, you should estimate 2011 income data to the best of your ability.

5. **TAX RETURNS**

2010 federal income tax returns and W-2s are due April 20, 2011. Signed copies of parent and student 2010 federal income tax returns and W-2 forms are required for verification of the information which you report on the financial aid application forms. Submit 2010 tax returns as soon as they are completed, preferably no later than April 20, directly to the College Board using their IDOC service: <http://idoc.collegeboard.com>. You will receive an e-mail with a cover sheet and detailed instructions from the College Board on how to submit these documents. Please allow up to two weeks processing time on all documents submitted to IDOC. You must file a Financial Aid PROFILE to receive an IDOC cover sheet. If 2010 tax returns cannot be submitted to IDOC before April 20, send copies of 2009 taxes and 2010 W-2s via fax (preferred method: 212-854-5353) or mail directly to Columbia.

You will be required to submit the 2011 Tax Returns to IDOC when they are available. If your parents will not file a 2011 federal tax return, they must file a Parent Tax Non-Filer Certification Form (available from our website). If you will not file a 2011 federal tax return, you must submit a Student Tax Non-Filer Certification Form (available from our website). Copies of tax returns sub-mitted to the financial aid office must be signed and must include all schedules and W-2 forms.

Instructions for Foreign and International Students

Foreign students are those who do not fall into any of the following categories: citizens and permanent residents of the United States, persons granted refugee visas by the U.S.

Admission to Columbia is not need-blind for foreign students.

Instructions for Foreign Students

1. **CSS Profile:** Foreign students should complete the CSS Profile online at www.collegeboard.com/profile. (Columbia's CSS Profile code: 2116).

2. **Income Tax Returns:** Copies of your family's most recent, completed Income Tax Returns (all pages and attachments) should be faxed (preferred method: 212-854-5353) or mailed to Columbia. If tax returns are not filed in your country, please submit current statements of earnings from your parents' employers showing their yearly earnings. All tax/income documents (if not already in English) should be officially translated into English. Clearly print your name and Columbia ID Number at the top of all documents to ensure proper filing.

Application Codes

You will be required to select three possible areas of interest on the Columbia Supplement to The Common Application.

Please use the codes below. Columbia College applicants must select only from the Columbia College list. Columbia Engineering applicants must select only from The Fu Foundation School of Engineering and Applied Science list.

Columbia College Major Codes

African-American Studies CCAFAS	Dance CCDANC	History CCHIST	Regional Studies-East/Central
African Studies CCAFRS	Drama and Theatre Arts CCTHDR	History and Theory of Architecture CCHIAR	Europe CCECE
American Studies CCAMST	Earth Science CCERTS	Human Rights CNHRTS	Religion CCRELI
Ancient Studies CCANST	East Asian Studies CCEAST	Information Science CCINFS	Russian Language and Culture CCRLAC
Anthropology CCANTH	Ecology and Evolution CKECEV	Italian Cultural Studies CCITCU	Russian Literature and Culture CCRLIC
Applied Mathematics CCAPMA	Economics CCECON	Italian Literature CCITAL	Slavic Literature and Culture CCSTLL
Archaeology CCARCY	Economics-Mathematics CCECMA	Jazz Studies CNJAZZ	Slavic Studies CCSLST
Architecture CCARCH	Economics-Philosophy CCECPH	Latin American and Caribbean Studies CCLACS	Sociology CCSOCI
Art History CCAHIS	Economics-Political Science CCECPO	Linguistics CCLING	Statistics CCSTAT
Art History and Visual Arts CCAHVA	Economics-Statistics CCECST	Mathematics CCMATH	Sustainable Development CCSUDV
Astronomy CCASTR	Education CCEDUC	Mathematics-Statistics CCMAST	Urban Studies CCURBS
Astrophysics CCASPH	English CCENGL	Medieval and Renaissance Studies CNMERS	Visual Arts CCVIAR
Biochemistry CCBICH	Environmental Biology CCEBIO	Middle East and Asian Languages and Cultures CCMELC	Women's and Gender Studies CCWMST
Biology CCBIOI	Environmental Chemistry CCENCH	Modern Greek Studies CNGRKM	Yiddish Studies CCYIDD
Biophysics CCBIOP	Environmental Science CCENVS	Music CCMUSI	Undecided CCUNDC
Business Management CNBUMG	Ethnicity and Race Studies CCETRS	Neuroscience and Behavior CCNEUR	
Chemical Physics CCCHPH	Evolutionary Biology of the Human Species CCEBHS	Philosophy CCPHIL	
Chemistry CCCHEM	Film Studies CCFMST	Physics CCPHYS	
Classical Studies CCCLST	Financial Economics CCFNEC	Political Science CCPOLS	
Classics CCCLAS	French CCFREN	Political Science-Statistics CCPOST	
Comparative Literature & Society CCCOLI	French & Francophone Studies CCFRFR	Portuguese CNPORT	
Computer Science CCCOMS	German Literature & Cultural History CCGLCH	Psychology CCPSYC	
Computer Science-Mathematics CCCOMA	Hispanic Studies CCHISP		
Creative Writing CCCREA			

Fu Foundation School of Engineering and Applied Science Major Codes

Applied Mathematics ENAPMA	Computer Engineering ENCOEN	Engineering and Management Systems ENENMS	Materials Science and Engineering ENMSAE
Applied Physics ENAPPH	Computer Science ENCOMS	Engineering Mechanics ENENME	Mechanical Engineering ENMECE
Biomedical Engineering ENBIOE	Earth and Environmental Engineering ENEAEE	Financial Engineering ENFINE	Operations Research ENOPRE
Chemical Engineering ENCHEN	Electrical Engineering ENELEN	Industrial Engineering ENINEN	Undecided ENUND
Civil Engineering ENCIEN			

Pre-Professional Study

For students in either Columbia College or The Fu Foundation School of Engineering and Applied Science, preparation and advising for professional school (law, medicine and other health professions) is available through the Office of Pre-Professional Advising.

Extracurricular Activity Codes

78 Academic/Quiz Bowl	20 Environmental Activism	38 Model Congress	52 Softball
86 Academic Journals	21 Fencing	39 Model United Nations	53 Squash
03 Archery	22 Field Hockey	36 Multiculturalism	54 Student Government
04 Art	23 Film/Filmmaking	97 Music Composition	55 Swimming/Diving
79 Badminton	98 FIRST Robotics	40 Newspaper	56 Table Tennis/Ping Pong
05 Band	24 Football	81 Orchestra/Chamber Music	57 Tennis
06 Baseball	32 Foreign Language	41 Peer Counseling	58 Theatre/Improv
07 Basketball	25 Frisbee	42 Photography	65 Tour Guide/Campus Ambassador
08 Bowling	27 Golf	43 Piano	59 Track/Cross Country
10 Cheerleading	28 Gymnastics	44 Political Activism	61 Volleyball
11 Chess	77 Hiking/Outdoor Adventure	45 Racquetball	62 Water Polo
80 Chorus/A-Capella	30 Ice Hockey	46 Radio/TV/Video	63 Wrestling
13 Community Service	68 Jazz	47 Religious	64 Yearbook
15 Crew	31 Lacrosse	85 Robotics	
16 Cricket	26 LGBT Activism	48 Rugby	
17 Cycling	33 Literary Magazine	49 Sailing	
18 Dance	34 Martial Arts	83 Science and Engineering	
19 Debate/Forensics	84 Math	50 Skiing/Snowboarding	
82 Entrepreneurship	37 Mock Trial	51 Soccer	